INSTRUCTIONS FOR COMPLETING
BI-WEEKLY TIME AND ATTENDANCE REPORT (JUD 13)

These instructions are to be followed by employees who are employed in a **regular or temporary (TE)** status when completing bi-weekly Time and Attendance reports (JUD 13). Unless otherwise requested, bi-weekly Time and Attendance reports are **due** in the Human Resources Department, Payroll/Leave Accounting Unit (PLU**)** **NO LATER THAN 12:00 P.M. ON THE WEDNESDAY IMMEDIATELY FOLLOWING THE LAST DAY OF THE PAY PERIOD** (the last entry date in Section 1 of Appendix A).

Section No. 1* **Date/In and Out**

Enter the time you begin work for the day and the time you leave the office for reasons not connected with work. **Do not record time in this section if you are on leave, or if it is a holiday for which you did not work.** If you are taking leave, indicate the appropriate code(s) and hour(s) used in Section 3.

- If you work less than an 8-hour day, and are charging the remaining hours to leave, record the time you **actually** started and ended work in Section 1 and record leave hours in Section 3.

- If you begin work in the P.M., enter "**P**" after the start time.

Section No. 2 **Hours Worked**

Enter the total hours worked including normal hours **and** overtime hours (regardless of whether overtime hours are compensated by wages or compensatory leave). **Do not** calculate overtime hours at time and a half. This will be done by the PLU. Minutes worked should be reported in hundredths of an hour (See appendix D).

Section No. 3 **Code/Hours**

Enter the appropriate leave codes (See Appendix B) for leave you have earned or used (e.g., annual, sick, comp, etc.). Codes are displayed on the front of the time report. In some cases, double leave codes may be required. An example of this would be an employee who wishes to take 1/2-day personal leave and 1/2-day annual leave. In this case, enter both codes.

- The appropriate time must be recorded in the section marked "Hours" adjacent to the appropriate code. Leave usage and balances should be reported in hundredths of an hour (See appendix D).

- Time recorded in the section marked "Hours" is for leave used, or hours worked by an employee who is authorized to work overtime and compensated with compensatory leave. Only record hours worked in excess of the standard 8.0, or your regular workday if on Alternative Work Schedule (AWS). **This Section is not used if overtime is compensated by cash payment.**

- When working on a holiday, record actual hours worked and use code 40.

Section No. 4 **Normal Hours**

- Enter the standard work hours for each day. Persons working a standard bi-weekly 80 hours, should enter 8.0 hours each day, and those working less than full time, or an AWS, should enter the number of hours that they are normally scheduled to work.

Section No. 5 **Paid OT**

Those persons who are eligible for paid overtime (cash payout) are to record the number of overtime hours worked in this Section. **Do not** calculate overtime hours at time and a half. This will be done by the PLU.

Section No. 6 **Overtime/Comp/Leave Without Pay - "Reason"**

Briefly state the reason for earning overtime. This is completed if paid overtime or compensatory leave is being claimed.

Note: Overtime (cash or comp) is not earned when leave is taken for any part of the day, unless the overtime hours worked are in excess of leave taken (See Policy on Leave).

This section is also to be used to state reason(s) for leave "code 77" and "code 88".

Overtime/Comp/Leave Without Pay Authorization - "Signature"

Supervisors/Administrative Officials **must** approve all leave without pay, paid overtime hours or compensatory time claimed by the employee. The signature of the Supervisor or Administrative Official, in Section 9, authorizes leave earned.

Section No. 7 **Leave Codes**

The codes and definitions listed in "Appendix B" are to be used when reporting time earned **or** used.

Section No. 8 **Employee's Signature**

Employee must sign and date the time report attesting to the correctness of the report. If employee is absent, the supervisor, Administrative Official or designee should note that the employee was not available to sign report.

Section No. 9 **Supervisor's Signature**

Supervisor, Administrative Official, or designee must sign and date the time report attesting to the correctness of the report.

Section No. 10 **Adjustments**

This section is used to correct/change previously reported hours. Adjustments may not go beyond 3 pay periods.

Section No. 11 **Reason**

This section is reserved for supervisors to provide an explanation for the requested adjustment.

Section No. 12 **Leave Balance**

This section of the time report is completed by the Human Resources Department, and provides the employee with his/her leave profile.

Section No. 13 **For Supervisor Use Only**

This section is reserved for supervisors to indicate **exceptions** to the normal pay period. An **"X"** should be marked in the appropriate box. This will alert the payroll unit that information marked must be recorded on the Exception Time Report to the Central Payroll Bureau (Time Report Coordinator, see Appendix C).

* Sections referenced in these instructions may be found on Appendix A.

INSTRUCTIONS FOR COMPLETING
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PAY PERIOD: _____ THRU _____ NAME _____ P.P. NO. _____ FILE: _____ SOC. SEC. _____

OFFICE LOC. _____
LOC/DIST. _____ **(Section 7)**

DATE	DAY	IN	OUT	IN	OUT	HOURS WORKED	LEAVE/COMP. CODE	LEAVE/COMP. HOURS	NORMAL HOURS	PAID OT	OVERTIME/COMP/LWOP AUTHORIZATION REASON
	WED										
	THURS										
	FRI										
	SAT										
	SUN										
	MON										
	TUES										
WEEK TOTAL											
	WED										
	THURS										
	FRI										
	SAT										
	SUN										
	MON										
	TUES										
WEEK TOTAL											
BI-WEEKLY TOTAL											

(Section 1) | **(Section 2)** | **(Section 3)** | **(Section 4)** | **(Section 5)** | **(Section 6)**

CODES
(Definitions on back)

10 ANNUAL _____
11 ANNUAL - SICK DOC _____
12 ANNUAL - SICK UNDOC _____
13 ANNUAL - FMLA _____
20 SICK-DOC _____
21 SICK-UNDOC _____
22 SICK-DIF _____
23 SICK-MEDICAL APPT _____
24 SICK-FMLA _____
28 BEREAVEMENT _____
30 PERSONAL - SCHEDULED _____
31 PERSONAL - UNSCHEDULED _____
32 PERSONAL - SICK DOC _____
33 PERSONAL - SICK UNDOC _____
34 PERSONAL - FMLA _____
40 COMP EARNED _____
41 COMP EARNED (STRAIGHT) _____
42 COMP USED - REGULAR _____
43 COMP USED - SICK DOC _____
44 COMP USED - SICK UNDOC _____
50 ADMINISTRATIVE _____
51 ACCIDENT LEAVE _____
52 MILITARY LEAVE _____
53 TELEWORK _____
60 HOLIDAY _____
61 HOLIDAY-COMMISSIONERS _____
70 DONATION USAGE _____
71 LEAVE BANK USAGE _____
74 LWOP - SICK DOC _____
75 LWOP - SICK UNDOC _____
76 LWOP - FMLA _____
77 LWOP-Other (Explain) _____
88 OTHER - (Explain) _____

LEAVE TOTAL [____]

Adjustments (Use to correct previously reported leave)

CHANGE FROM: DATE	CHANGE FROM: CODE	CHANGE FROM: HOURS	CHANGE TO: DATE	CHANGE TO: CODE	CHANGE TO: HOURS	REASON

(Section 10) | **(Section 11)**

% WORK	ANNIV. DATE	EARNING PERIOD:				USED LEAVE PERIOD:	
TYPE	YEAR END CARRY OVER	THIS PAY PERIOD EARNED	USED	ADJUSTMENT	YEAR TO DATE EARNED	USED	BALANCE (Unused Leave)
ANNUAL							
SICK							
COMP							
HOLIDAY DC COMM.							
PERSONAL							

(Section 13)

OVERTIME IN EXCESS OF 40 HOURS	
SHIFT DIFFERENTIAL	
NEW HIRE	
LEAVE WITHOUT PAY	
SEPARATION	

(Section 12)

(Section 8)

JUD 13 (Rev. 11/2005)

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EMPLOYEE SIGNATURE _____ DATE _____
(Section 9)

SUPERVISOR SIGNATURE _____ DATE _____

INSTRUCTIONS FOR COMPLETING
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CODE	TYPE	DEFINITION
10	Annual	Used for any reason except an illness.
11	Annual-Sick Doc	May be used for a non-FMLA documented illness when **all** sick leave has been exhausted. May also be used if an employee is in jeopardy of losing annual leave at the end of the year while out on sick leave.
12	Annual-Sick Undoc	May be used for a non-FMLA undocumented illness when **all** sick leave has been exhausted. May also be used if an employee is in jeopardy of losing annual leave at the end of the year while out on sick leave.
13	Annual-FMLA	May be used for a documented FMLA related event when **all** sick leave has been exhausted. May also be used if an employee is in jeopardy of losing annual leave at the end of the year while out on family medical leave. **Documentation must be on file at the Judiciary HR Dept.**
20	Sick-Doc	Used for a non-FMLA documented illness.
21	Sick-Undoc	Used for a non-FMLA undocumented illness.
22	Sick- Death In Family	Used for death of certain family members (See Sick Leave Policy).
23	Sick-Medical Appt	Used for non-FMLA documented health care appointments.
24	Sick- FMLA	Used for documented FMLA related event. **Documentation must be on file at the Judiciary HR Dept.**
28	Bereavement	Used for the death of certain family members (See Bereavement Leave Policy).
30	Personal-Scheduled	Used for scheduled personal leave.
31	Personal-Unscheduled	Used for unscheduled personal leave.
32	Personal-Sick Doc	Used for a non-FMLA documented illness when an employee has exhausted **all** sick leave. May also be used if an employee is in jeopardy of losing personal leave at the end of the year while out on sick leave.
33	Personal-Sick Undoc	May be used for a non-FMLA undocumented illness when an employee has exhausted **all** sick leave. May also be used if an employee is in jeopardy of losing personal leave at the end of the year while out on sick leave.
34	Personal-FMLA	May be used for a documented FMLA related event when **all** sick leave has been exhausted. May also be used if an employee is in jeopardy of losing personal leave at the end of the year while out on family medical leave. **Documentation must be on file at the Judiciary HR Dept.**
40	Comp Earned	Used when an employee earns compensatory leave at time and one half (See Policy on Leave).
41	Comp Earned (Straight Time)	Used when an employee earns compensatory leave straight time (See Policy on Leave).

CODE	TYPE	DEFINITION
42	Comp Used-Regular	Used for any reason except illness, when earned compensatory leave is used by an exempt or non-exempt employee.
43	Comp Used-Sick Doc	May be used for a non-FMLA documented illness when an employee has exhausted **all** sick, annual and personal leave. May also be used if an employee is in jeopardy of losing comp leave, at the end of the year, while out on sick leave.
44	Comp Used-Sick Undoc	May be used for undocumented illness when an employee has exhausted **all** sick, annual and personal leave. May also be used if an employee is in jeopardy of losing comp leave at the end of the year while out on sick leave.
50	Administrative	Used for leave granted as emergency release, jury duty, certain legal action, merit exam, interview for State position, certain military duty, training, etc. May also be used pending disciplinary action.
51	Accident	Used for leave granted to an employee who sustains an on the job injury while in the actual performance of the job, with the proper approval from IWIF and the Judiciary Human Resources Department.
52	Military	Used for documented, active duty military absence up to 15 days per year.
53	Telework	Used when an employee is permitted to work at a remote work site. Must have a formal agreement on file.
60	Holiday	Used for the observance of a legal holiday.
61	Holiday-Commissioners	Used by DC Commissioners required to work a legal holiday and taking an alternate leave day.
70	Donation Usage	Used when an employee is using employee-to-employee donated leave.
71	Leave Bank Usage	Used when an employee is using leave from the leave bank.
74	LWOP-Sick Doc	Used when an employee takes non-FMLA documented sick leave and is not paid. All leave has been exhausted.
75	LWOP-Sick Undoc	Used when an employee takes non-FMLA undocumented sick leave and is not paid. All leave has been exhausted.
76	LWOP-FMLA	Used when an employee takes FMLA related leave and is not paid. All leave has been exhausted. **Documentation must be on file at the Judiciary HR Dept.**
77	LWOP-Other (Explain)	Used when an employee takes leave and is not paid (Must provide reason for leave). All leave has been exhausted. May also be used for disciplinary reasons.
88	Other (Explain)	Used when code is not listed above. **Must** provide reason for leave.

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Appendix C

Time Report Transmittal Form

From: _____ To: _____   _____   _____
                (Pay Period)   (Location/County)   Time Report Coordinator

Exceptions Time Reporting						
		Categories (Check appropriate category box)				
Employee Name	**Social Security #**	Overtime	Shift Diff.	New Hire	Separation	LWOP

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Appendix D

Conversion table – Minutes to Decimal Hours

Minutes	Hours		Minutes	Hours
01 =	.02		31 =	.52
02 =	.03		32 =	.53
03 =	.05		33 =	.55
04 =	.07		34 =	.57
05 =	.08		35 =	.58
06 =	.10		36 =	.60
07 =	.12		37 =	.62
08 =	.13		37 =	.63
09 =	.15		39 =	.65
10 =	.17		40 =	.67
11 =	.18		41 =	.68
12 =	.20		42 =	.70
13 =	.22		43 =	.72
14 =	.23		44 =	.73
15 =	.25		45 =	.75
16 =	.27		46 =	.77
17 =	.28		47 =	.78
18 =	.30		48 =	.80
19 =	.32		49 =	.82
20 =	.33		50 =	.83
21 =	.35		51 =	.85
22 =	.37		52 =	.87
23 =	.38		53 =	.88
24 =	.40		54 =	.90
25 =	.42		55 =	.92
26 =	.43		56 =	.93
27 =	.45		57 =	.95
28 =	.47		58 =	.97
29 =	.48		59 =	.98
30 =	.50		60 =	1.00

This chart is provided as an aid in reporting leave in increments of less than one hour. Keep in mind leave usage and balances are recorded in hundredths of an hour. For example, one hour, or 60 minutes, would be recorded as 1.0, and 31 minutes converts to .52 hours, so **the correct entry on the time sheet should be 1.0 and .52** respectively.